

**REQUEST FOR RECORDS RETENTION SCHEDULE**  
To be Submitted to the Records Management Division  
Hall of Records Commission

SCHEDULE  
NO.

361

PAGE  
NO.

1.

1. Requesting Agency

2. Division or Bureau of Requesting Agency

*Cosmetol.*  
**STATE BOARD OF HAIRDRESSERS AND BEAUTY CULTURISTS**

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.  
Item  
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

**1. HISTORY CARDS**

Size: 3" x 5"

Dates: 1935 - -

Quantity: 6 drawers active, 38 drawers inactive  
(total, 7 cubic feet)

File Arrangement: By type of license and alphabetical therein  
Annual Accumulation: less than  $\frac{1}{2}$  cubic foot

A history card for each license is maintained by the Board. It shows name, address, school, type of license, examination date and grade, dates of license renewal and the number of the license issued. This record must be retained permanently to meet statutory requirements (Art. 43, Sec. 547, Annotated Code of Md., 1957 Ed.). In 1941 a group of these history cards were lost at the time the Board offices were moved from Annapolis to Baltimore. The exact number of cards lost is not known, however the names of the individuals on the lost cards can be ascertained by reference to the Inspection Summary Card. The Inspection Cards for this period will also be retained permanently (Item 5).

**RECOMMENDATION: RETAIN PERMANENTLY.**

APPROVED  
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

*Agnes L. Leonard*  
Signature

*Chairman*  
Title

*11/3/1959*  
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

*11/4/1959*  
Date

*Morris S. Radloff*  
Archivist

NOV 9 1959  
Date

*Andrew H. Hurd*  
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)SCHEDULE  
NO. 361PAGE  
NO. 2.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
2.	<p><b><u>APPLICATIONS</u></b></p> <p>Size: 8½" x 11"            Dates: 1950 - -            Quantity: 13 drawers (20 cubic feet)            File Arrangement: By year and by type and alphabetical therein            Annual Accumulation: 5 cubic feet            Disposable Amount: 5 cubic feet            Audit: State</p> <p>Although there are 22 categories of annual licenses issued by the Board there are only four forms used for original applications and two for renewal of licenses. All applications are notarized and the fee indicated.</p> <p>RECOMMENDATION: RETAIN FOR FIVE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p>	
3.	<p><b><u>LICENSES</u></b></p> <p>Size: 5" x 8"            Dates: 1950 - -            Quantity: 1½ drawers plus 5 cubic feet (total 13 cubic feet)            File Arrangement: By year and by type and numerical therein            Annual Accumulation: 2 cubic feet            Disposable Amount: ½ cubic feet            Audit: State</p> <p>The Board retains a carbon copy of each annual license issued. The license is prenumbered and required for audit.</p> <p>RECOMMENDATION: RETAIN FOR FIVE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p>	
4.	<p><b><u>INSPECTOR'S REPORTS</u></b></p> <p>Size: 4½" x 9½"            Dates: 1953- -            Quantity: 4 drawers (8 cubic feet)            File Arrangement: Alphabetical by name of inspector and chronological therein            Annual Accumulation: 2½ cubic feet</p> <p>Each licensed beauty shop or school is inspected monthly and an Inspector's Report submitted. The report is signed by the shop or school owner or manager, as well as the inspector. Pertinent data of the report is posted to the Inspection Summary Card.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p>	<div data-bbox="1020 1521 1582 1855" data-label="Text"> <p>APPROVED BY BOARD OF PUBLIC WORKS</p> <p>NOV 9 1959</p> <p><i>Andrew H. H. H.</i> SECRETARY</p> </div>

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3.

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5. INSPECTION SUMMARY CARD

Size: 4" x 6"

Dates: 1935 - -

Quantity: 4½ cubic feet

File Arrangement: By year and alphabetical by name of owner.

Annual Accumulation: less than ½ cubic foot

Disposable Amount: 1 cubic foot

A summary of the monthly Inspector's Report is posted to this card, which is ruled for one year's entries. Besides the summary, the card also shows the names and license numbers of all employees. The cards have reference value for a period of five years. However, those for the period 1935 to 1942 will be retained permanently as they are used to supplement the History Card File for that period. (See Item 1).

RECOMMENDATION: RETAIN INSPECTION SUMMARY CARDS PERMANENTLY.

6. STUDENT RECORD

Size: 5" x 8"

Dates: 1954 - -

Quantity: 8 drawers plus 2 cubic feet (total, 4 cubic feet)

File Arrangement: By name of school and alphabetical therein

Annual Accumulation: 2 cubic feet

Disposable Amount: 1 cubic foot

This card is submitted every three months by the school. It indicates the student's progress. Upon satisfactorily meeting the Board's student requirements, the History Card is so noted. Thereafter the Student Record Card is referred to occasionally for a short period. Cards of students who fail to complete the requirements are separated and maintained in an inactive file.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER STUDENT MEETS ALL REQUIREMENTS AND THEN DESTROY.

7. ACCOUNTING RECORDS

Dates: 1950 - -

Quantity: 2 drawers

File Arrangement: Chronological

Annual Accumulation: Less than ½ cubic foot

Audit: State

This item includes all standard accounting forms used by State agencies as supporting data to the final book of entry, the General Ledger and the Budget and Recapitulation Ledger. The final books

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of entry are to be retained permanently. Specifically these supporting records are:

**Comptroller of the Treasury**

Form No.

E-1-S	Distribution of Charges
E-1 and E-1/2	Transmittal
DD-1	Certificate of Deposit and Bank Deposit Slip
R-2 (formerly MR-2)	Monthly Report of State Funds Collected and Deposited
	Distribution of Unexpended and Obligated Balances

**Purchasing Bureau (Department of Budget and Procurement)**

1-A	Requisition for Supplies
47-A	Purchase Order
100-16	Out-of-Schedule Requisition for Supplies
39-A and 40-A	Stores Requisition
CF-2	Copy of Contract Awarded
CF-1	Capital Fund Requisition for Equipment
100/24	Actual Emergency and Repairs Report
27-A	Copy of Contract Awarded
CF-3	Copy of Contract Awarded
	Delivery Invoice
26-A	Notice of Award of Contract
52	Credit Memorandum
51	Report of Partial Delivery

**Budget Bureau (Department of Budget and Procurement)**

BB-1	Formerly BB-1 and BB-2
	Budget Schedule Amendment Sheet
B.P. Inv. R101	Report of Fixed Assets (annual)
B.P. Inv. R102	Report of Materials and Supplies (annual)
B.P. Inv. 6	Materials and Supplies Physical Inventory (annual)

BB-40	Request for Position Action
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Budget Form Nos.  
1 thru 11

Budget Estimates Fiscal Year (13 pages including farm statement)

**Others**

Vendors Invoices  
Bank Deposit Slips  
Bank Statements  
Bank Deposit Receipts  
Canceled Checks

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NOV 9 1959

*Andrew H. H. H.*  
SECRETARY

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

(No Item 8 = apparently typographical error.)

REQUEST FOR RECORDS RETENTION SCHEDULE  
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9. ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL RECORDS RETENTION SCHEDULE.

**PAYROLL** (Prior to July 1, 1953). The agency copy of this payroll form is to be retained for five years or until audited, whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d, approved by the Board of Public Works, January 11, 1954).

**PAYROLL JOURNAL** - The agency copy is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-2, Item 1-d, approved by the Board of Public Works, January 11, 1954).

**PAYROLL EXCEPTIONS, Additions and Deductions** - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-2, Item 3-b, approved by the Board of Public Works, January 11, 1954).

**PAY WARRANTS** - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-3, Item 3, approved by the Board of Public Works, May 10, 1954).

**RECEIVING WARRANTS** - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-4, Item 3, approved by the Board of Public Works, May 10, 1954).

**TRANSMITTAL FORM E-1 or E-1/2** (Comptroller of the Treasury Form) is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-5, Item 3, approved by the Board of Public Works, May 10, 1954).

10. MASTER AUTHORIZATION

This State-wide form of the Commissioner of Personnel is the authorization for entering the employee's name on the payroll or for making any changes in the pay rate. It also shows all pay deductions.

**RECOMMENDATION:** RETAIN WHILE EMPLOYED AND FOR THREE YEARS AFTER DATE OF SEPARATION, OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

11. LEAVE RECORDS

File includes the following records:

- Leave record card - Form SEC 128-A - a standard State-wide form, prepared annually for each employee
- Leave applications
- Doctor's certificates

**RECOMMENDATION:** RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

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SECRETARY